

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS-ATASCADERO
RECOVERY AND MALL SERVICES

JOB CLASSIFICATION: LIBRARIAN (Residential Care Centers)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The Librarian employs modern library programs including computerized programs and databases in collection development, acquisition, cataloging and classification, reference, circulation, and preservation of library materials; provide clientele with timely and relevant information in a cost-effective manner; provide access to and guidance in the use of information resources, both within the physical confines of the library and beyond the library through databases, telecommunication networks, and cooperative arrangements.

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| 50% | <p>Delivery of Services: Build a diverse subject collection in all media that provides legal, skill building, educational and leisure opportunities to patients and staff. Provide direction to patients and staff on how to locate relevant information which answers clients' questions; organize and classify materials; preserve and store physical holdings; keep informed of the latest library program and information technology developments as they relate to the performance of library functions. Maintains legal library by ensuring the library maintains requirements of a law library by keeping forms and other legal resource material updated, through the procurement process. Anticipate and deliver specific material that meets staff demand for relevant, up-to-date, and authoritative information. Maintain relationships with vendors. Search online data bases and printed reference sources; use automated categorizing tools and integrated automated library system(s) to obtain articles and information to support clinical treatment.</p> |
| 30% | <p>Provide leadership and support for staff assigned to the Professional and Patient Libraries. Support LTA I and other staff working in the patient library. Promote and implement the principles of Recovery by active participation on hospital committees. Responsible for the implementation of knowledge-based information delivery systems utilizing current networking technology; provide services and information through print and special format materials (books, journals, photographs, videotapes, and electronic databases), bibliographic citations, and other reference information.</p> |
| 20% | <p>Maintain a library environment that is safe and secure for patients and staff. Maintain standards to meet outside reviewing agencies and other regulatory agencies that survey the facility. Promote safety for patients and staff via education and training. Ensure area representation on the Program Area-Specific Committee to enhance discussion and feedback to area staff. Ensure complete, accurate and timely inventories in areas of responsibility and regularly review implementation of</p> |

area inventory and safety procedures. Complete Emergency drills as recommended.

2. SUPERVISION RECEIVED

The Librarian reports to and is administratively supervised by the Program Assistant.

3. SUPERVISION EXERCISED

None

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, trends and practices of professional library work; modern library methods, techniques, and terminology; standard reference materials, library tools, guides, and indexes; library purposes, trends and organization

ABILITY TO: Apply professional knowledge to the practical problems of the position; establish and maintain cooperative relationships with library users, co-workers, supervisors and others contacted during the course of work; Assume leadership and apply creativity in the formulation of needed changes in methods and procedures; analyze situations accurately and take effective action; speak and write effectively.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult ☒ Geriatric

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrates the ability to maintain professional-therapeutic relationships with patients, to assist them with problem solving, and to teach/ model principles of the norm of non-violence.

PATIENTS RIGHTS

You understand and participate in the patient advocacy for our clients and help foster a climate of sincere helpfulness while maintaining hospital security and safety.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Select and acquire print and non-print materials for the Libraries; catalog and classify library materials using automated records; search by subject for monographs and journal articles using vendor supplied electronic database. Answer general reference questions using the library's print collection and the Internet; maintain relations with the vendors, suppliers and hospital programs, departments and offices.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

The Librarian needs to be proficient in or have the ability to learn a variety of computer programs such as Windows; Microsoft Word; Excel; integrated library systems such as Alexandria; computer-assisted legal research programs such as Lexis Nexis and/or West Law; library catalog programs, internet search engines, interlibrary loan systems.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

7. TRAINING - Training Category = 04

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the

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hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Print Name

Date

Program Assistant - RMS

Print Name

Date

Program Director RMS

Print Name

Date